



MES COLLEGE ERUMELY

IQAC MINUTES













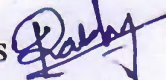


2020 - 2021

**Internal Quality Assurance Cell
MES COLLEGE ERUMELY**

Minutes of IQAC meeting of MES College Erumely held at 9.30am on 01/06/2020 presided by Mr.Maheen M.N, Principal.

IQAC MEETING 1 (2020-2021)

Members Present

- 1) Mr.Maheen M.N, Principal 
- 2) Mrs.Shamla Beegom, Vice- Principal (Academics) 
- 3) Mrs.Ancy Mathew, Vice- Principal (Examination) 
- 4) Mr.George John, Vice- Principal (Administration) 
- 5) Mrs.Remadevi A, IQAC Coordinator 
- 6) Mrs.Betty Joseph, HOD, Department of Computer Science 
- 7) Mrs.Jisha C K, HOD, Department of Electronics 
- 8) Mrs.Anamol Joseph, Department of Management Studies 
- 9) Mrs.Mayamol P, HOD, Department of Commerce (Finance and Taxation) 
- 10) Mr.Santhosh K K, HOD Department of Commerce (Marketing and OM)
- 11) Mr.Jithesh K S, Director CDC 
- 12) Dr.Rakhi Chandrasekhar, Department of Electronics 
- 13) Dr.Rajeswari E, Department of Commerce(Computer Application) 
- 14) Mr.Sayed Mohammed ,Alumni Representative
- 15) 13) Tharik Asis , Student Representative 

Meeting Agenda

- To present the plan of action of IQAC for the year 2020-21
- To discuss about the implementation of ICT enabled teaching learning in an effective way
- To discuss about the online internal exam
- To discuss about FDPs
- To discuss online internal examinations

Proceedings

- Meeting is started with a welcome address by IQAC Coordinator

- Meeting was presided by the Principal Mr.Maheen M.N

Discussions and Decisions

- It was decided to conduct online examinations through Google Classroom instead of TCS ION. The pattern is the same as fixed earlier.
- To conduct a five day FDP on **Managing ICT Enabled Online Classes** by Jithesh K S, Director CDC & Assistant Professor Department of Business Administration.
- To select an attendance coordinator for each class to enable uploading of the attendance without any error.
- To monitor online class
- To include Dr.Rajeswari and Mrs.Mubeena Gafoor as members of IQAC instead of Dr.Ashok Kumar and Dr.Rakhi Chandrasekhar.

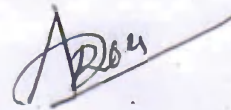
Plan Of Action of the Year 2020

- To introduce class diary for curriculum enrichment
- To strengthen SSP all department should conduct Bridge Course
- To develop additional skills beyond the academic syllabus all departments should conduct Certificate Course and Addon Courses
- To conduct FDP on ICT enabled Teaching and Learning
- FDP on R programming and SSPS
- To conduct Webinars or Seminars in association with various departments, clubs and forums.
- Programmes should be conducted to identify the talents of all departments
- Use of the Library among students should be promoted. Competition of Paper Presentation /Seminars should be conducted
- To strengthen the placement drive by including more companies
- To convert the Library fully automated and INFLIBNET access may be given to all students and faculties.
- Conduct Seminar/ Webinar on IPR
- All department should agree at least one MOU

- 17
10-01-21
- To conduct a special online PTA Meeting to share their anxiety and suggestions in the pandemic situations
 - To conduct department wise online Alimini meet.
 - Department should follow extension programmes and best practice

Action taken according to the last meeting

- Identified the students with network issues and arranged to avail net facilities from the near by Akshaya Kendra
- Prepared question banks of all courses
- An international Webinar on **“Art of Writing Research /review articles for publishing in peer reviewed journals”** by Dr.Ramaswamy Rajeshkumar, Senior Scientific Researcher, INAS, China



REMADEVI A.
IQAC COORDINATOR
MES COLLEGE ERUMELY



Internal Quality assurance Cell



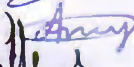




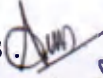
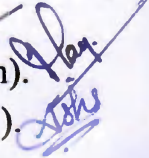

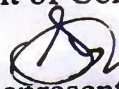
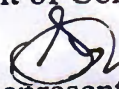

MES COLLEGE ERUMELY

Minutes of IQAC meeting of MES college Erumely held at 10 a.m on 08/10/2020 in the IQAC Conference hall presided by Mr. Maheen M.N, Principal.

IQAC Meeting 2 (2020– 2021)

Minutes

Members present

- 1) Mr . Maheen M N, Principal 
- 2) Mrs. Shamla Beegom, Vice principal (Academics) 
- 3) Mrs . Ancy Mathew ,Vice principal (Examination) 
- 4) Mr . George John ,Vice principal (Administration) 
- 5) Mrs.Remadevi . A , (IQAC Coordinator). 
- 6) Mrs.Betty Joseph , HOD ,Department of Computer Science 
- 7) Mrs.Jisha C K , HOD ,Department of Electronics . 
- 8) Mrs.Anamol Joseph , HOD ,Department of Management Studies. 
- 9) Mrs.Maya mol , HOD ,Department of Commerce (Finance & Taxation). 
- 10) Mrs.Asha K M, HOD , Department of Commerce (Marketing & OM) 
- 11) Mr.Jithesh K S , Director, CDC. 
- 12) Mr.Sayed Mohammed ,Alumni Representative 
- 13) Tharik Asis , Student Representative 

Meeting Agenda

1. To Fix a date of internal academic audit.
2. To discuss the date of the mentor institution's visit.
3. To Conduct an FDP on NAAC awareness.
4. To discuss the date of commencement of bridge courses and certificate courses.
5. To evaluate the reports of work submitted by the Head of the departments and Citeron heads for the process of NAAC Accreditation .
6. To present theAction taken Report of the last meeting.
7. Any other discussion allowed with permission of the Chair.

Proceedings

- Meeting was presided by the Principal Mr. Maheen M N
- The IQAC Coordinator presented the Action Taken Report of the last meeting.
- Discussions

Discussions & decisions

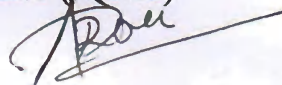
- 1) Analysed the reports submitted by the Head of the departments and Criterion heads and gave suggestions of modification .
- 2) The Principal insisted that each and every program conducted shall be recorded without any omission. He also mentioned some drawbacks of the reports.
- 3) The IQAC coordinator directed the Head of the departments to provide the necessary files to criterion heads on request without any fail. So maintain files in the proper way.
- 4) It is decided to fix the date of the mentor institution's visit on 31/10 /2020 , if it is convenient for them .
- 5) It is decided to conduct a review meeting of the head of the departments and criterion heads on 30/10/2020
- 6) We decided to start 10 certificate courses in the current year..
- 7) It is decided to start the certificate course by the end of October . All Head of the departments informed that they had prepared the syllabus to submit to the board of studies and took necessary steps.
- 8) This year we decided to provide 8 bridge courses and to start the bridge courses when the 1st year UG classes begin .
- 9) It is decided to conduct a 7 days FDP on NAAC awareness in October 2020.
- 10) Admission coordinator Jithesh K S and all HODs should monitor the UG & PG admission process.
- 11) All the heads of the departments gave suggestions of the steps that are to be taken in connection with the beginning of 1 year UG students.
- 12) It is decided to conduct an orientation programme for the 1st year students to familiarise the different curricular and cocurricular activities conducted by various departments /forums /cells/clubs . The Principal assigned Mr. Jithesh K S to conduct the orientation programme.
- 13) Decided to conduct a formal inauguration of the Ist year UG Programmes as per MG University schedule.

- 14) The Department of Commerce has decided to conduct a Webinar on 12/8/2020 international Youth day .

Action Taken Report of last meeting

- Class diary was introduced
- Five days FDP was conducted on **Managing ICT Enabled Online Classes** by Jithesh K S, Director CDC & Assistant Professor from 6/6/2020 - 10/6/2020
- Six days FDP was conducted on MOODLE Learning management System by Ms. Sona Maria , Asst. Professor , Amal Jyothi College of engineering , Kanjirappally on 3 , 4 , 5 , 8, 9 and 11 of September 2020
- IQAC Conducted 24 webinars in association with various departments /clubs /forums.
- Automation of the library is almost done .

Coordinator (IQAC)



**REMADEVI A.
IQAC COORDINATOR
MES COLLEGE ERUMELY**









MES COLLEGE ERUMELY

INTERNAL QUALITY ASSURANCE CELL

IQAC MEETING 3 (2020-2021)

Minutes of IQAC meeting of M.E.S College Erumely is held at 10.00 a.m on 15/01/21 in the IQAC conference hall presided by Jithesh K.S (IQAC Coordinator)

Members Present

1. Mr. Maheen M N, Principal
2. Mr. Jithesh K S, (IQAC Coordinator). 
3. Mrs. Ancy Mathew, Vice principal (Examination) 
4. Mr. George John, Vice principal (Administration)
5. Mrs. Betty Joseph, HOD, Department of Computer Science. 
6. Mrs. Jisha C K, HOD, Department of Electronics.
7. Mrs. Anumol Joseph, HOD, Department of Management Studies. 
8. Mrs. Maya mol, HOD, Department of Commerce (Finance & Taxation).
9. Mrs. Asha K M, HOD, Department of Commerce (Marketing & OM). 
10. Mr. Sayed Mohammed, Alumni Representative
11. Tharik Asis, Student Representative 

Meeting Agenda

1. To take over the importance of FDP and engagement of faculties in FDP.
2. To discuss various academic activities which are essential for quality improvements in higher education.
3. To discuss the action plan of various clubs and forums.
4. To discuss the student's progress in activities.
5. To discuss the proper implements academic calendar in pandemic.
6. To discuss the effectiveness of online education measures during this pandemic.
7. To plan about the implementation of outcome based education.
8. To discuss Alumni contributions in college development.
9. It was decided to commence the activities for strengthening the Alumni activities.
10. It was decided to organize various student programmes.
11. It is decided to conduct a workshop for familiarities Accreditation and Assessment activities.

Discussions & Decision

1. It has been decided to organize a faculty development programme in the campus in association with various agencies for quality improvement in higher education.
2. Organize training programmes and workshops for students.
3. It was decided to organize orientation programmes for students.
4. It has been decided to give more weightage for co-curricular activities.
5. It was decided to conduct certificate courses in each department and ensure the students' participation.
6. It has been decided to improve the research culture in the organization and it also decided to suggest to management to appoint the faculties with research experience.
7. The meeting decided to recommend the development of library and computer lab
8. It is decided to conduct extension programmes which are relevant to IQAC activities.

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

REMADEVI. A.
Vice Principal (IQAC)
MES College, Erumely



MES COLLEGE ERUMELY
INTERNAL QUALITY ASSURANCE CELL
IQAC MEETING 4 (2020-2021)

Minutes of IQAC meeting of M.E.S College Erumely is held at 10.00 a.m on 09/04/21 in the IQAC conference hall presided by Jithesh K.S (IQAC Coordinator)

Members Present

1. Mr. Maheen M N, Principal 
2. Mr. Jithesh K S, (IQAC Coordinator) 
3. Mrs. Ancy Mathew ,Vice principal (Examination) 
4. Mr. George John ,Vice principal (Administration)
5. Mrs. Betty Joseph, HOD, Department of Computer Science. 
6. Mrs. Jisha C K, HOD, Department of Electronics.
7. Mrs. Anumol Joseph, HOD, Department of Management Studies 
8. Mrs. Maya mol, HOD, Department of Commerce (Finance & Taxation).
9. Mrs. Asha K M, HOD, Department of Commerce (Marketing & OM) 
10. Mr. Sayed Mohammed, Alumni Representative
11. Tharik Asis, Student Representative 

Meeting Agenda

1. Progress of IQAC activities
2. To discuss about the necessary actions for improving results.
3. To discuss the progress of Mentor Mentee system

Discussions & Decision

1. Teachers should try to engage the maximum hours .Department should ensure the effectiveness of class engagements which will help to increase results...
2. Departments are directed to take necessary actions for improving UG and PG results. Departments are instructed to maintain proper attendance in order to improve the results.
3. It was decided to strengthen the Mentor-Mentee System.

Action taken report of last meeting

1. Reshma B Pillai & Duniya P.S, Assistant Professor attended Three days workshop on Mendeley Reference Manager from 04/01/2021 to 06/01/2021.
2. Anandhu M Shaji,Assistant Professor, Department of Electronics attended Six days FDP on Robotic Process Automation from 05/02/21 to 10/02/21.
3. Sulthana T Sulaiman, Asst. Prof., Department of Social Work attended Five days FDP positive Psychological Capital of capital students from 08/02/21 to 12/02/21.
4. Asha Jaison, Asst. Prof., Department Computer Science attended Five days National level FDP on effective research writing from 22/02/21 to 26/2/21.